

**Notice of an Electronically Conducted  
Regular Meeting of the Charter Township of Union  
Economic Development Authority**

Notice is hereby given that the Charter Township of Union Economic Development Authority will conduct their regularly scheduled February 16, 2021 meeting electronically at 4:30 p.m., consistent with the emergency declarations and direction from state and county health officials to slow the spread of the COVID-19 virus and the Open Meetings Act (Public Act 267 of 1976, as amended).

There will be no in-person public attendance in the Township Hall Board Room (2010 S Lincoln Rd., Mt. Pleasant, MI 48858), although some EDA Board members and Township staff may choose to participate from this location.

All interested persons may attend and participate. The public may participate in the meeting by computer and smart phone using the following link to the electronic meeting location: <https://us02web.zoom.us/j/81144214764?pwd=MDlGM3pQZDN2U0NlYVZFmGIHMk5TUT09> (Meeting ID: "811 4421 4764" Password enter "896944"). The moderator will open public access to the electronic meeting space at 4:20 p.m.

To participate via telephone conference call, please call (312) 626-6799. Enter "811 4421 4764" and the "#" sign at the "Meeting ID" prompt, and then enter "896944" at the "Password" prompt. Lastly, re-enter the "#" sign again at the "Participant ID" prompt to join the meeting.

The meeting agenda, packet of materials relating to the meeting, and instructions for connecting to the meeting electronically are available on the Township's website under "Minutes and Board Packets" at <http://www.uniontownshipmi.com/>.

Questions and comments will be received during the public comment sections of the meeting. For participants accessing via computer or smartphone to indicate a desire to address the Economic Development Authority, please use the "Raise Your Hand" button at the bottom center of the screen. To raise your hand for telephone dial-in participants, press "star" and then the number "nine" (\*9). The Chair will call on you by the last three digits of your phone number to invite any comment, at which time you will be unmuted by the meeting moderator.

If there are a large number of participants, the Chair may choose to call on individuals by name or telephone number. Please speak clearly and provide your name and address before making your comments. Please note that the meeting moderator will control the muting and unmuting of participants during public comment.

Written comments to the Economic Development Authority may also be delivered to the drop box at the Township Hall. Comments received prior to 3:00 p.m. on 2/16/2021 will be read aloud to the Economic Development Authority.

Persons with disabilities needing assistance to participate should call the Township office at (989) 772-4600. Persons requiring speech or hearing assistance may contact the Township through the Michigan Relay Center at 711. A minimum of one (1) business day of advance notice will be necessary for accommodation.

## **Instructions to Participate in an Electronically Conducted Regular Meeting of the Charter Township of Union Economic Development Authority**

The Charter Township of Union Economic Development Authority will conduct their regularly scheduled February 16, 2021 meeting electronically at 4:30 p.m., consistent with the emergency declarations and direction from state and county health officials to slow the spread of the COVID-19 virus and the Open Meetings Act (Public Act 267 of 1976, as amended).

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<https://us02web.zoom.us/j/81144214764?pwd=MDIGM3pQZDN2U0NIYVZFMGIHMk5TUT09>

(Meeting ID: “811 4421 4764” Passcode “896944”).

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The moderator will open public access to the electronic meeting space at 4:20 p.m.

### **Raise Your Hand for Citizen Participation During the Public Comment Periods**

Questions and comments will be received during the public comment sections of the meeting. For participants accessing via computer or smartphone to indicate a desire to address the Economic Development Authority, please **click on the “Raise Your Hand” icon** near the bottom of your screen.



Click “Lower Hand” to lower it if needed. The host will be notified that you’ve raised your hand. The Mute/Unmute function will be controlled by the meeting moderator.

**To raise your hand for telephone dial-in participants, press “star” and then the number “nine” (\*9).**

The Chair will call on you by the last three digits of your phone number to invite any comment, at which time you will be unmuted by the meeting moderator.

**Do I need to download the Zoom app to access the meeting?** No. Use of the Zoom app is recommended for the best experience, but you will have options to “download & run Zoom” or “join from your browser” when you click on the link to join the meeting.

**Can I Use Bluetooth Headset?** Yes, as long as the Bluetooth device is compatible with the computer or mobile device that you are using.

**Do I have to have a webcam to join on Zoom?** While you are not required to have a webcam to join a Zoom Meeting, you will not be able to transmit video of yourself. You will continue to be able to listen and speak during public comment and view the webcam video of other participants.

**Leaving the Meeting:** Click the “Leave Meeting” link at the bottom right corner of the screen at any time to leave the meeting.

# Charter Township of Union



**Economic Development Authority Board (EDA)  
Regular Electronic Meeting**  
Instructions for access will be posted and available on the  
website home page [www.uniontownshipmi.com](http://www.uniontownshipmi.com)  
Tuesday February 16, 2021  
4:30 p.m.

## **AGENDA**

1. CALL TO ORDER
2. ROLL CALL
3. APPROVAL OF AGENDA
4. APPROVAL OF MINUTES
  - January 19, 2021 Regular Meeting
5. PRESENTATIONS
6. PUBLIC COMMENT
7. REPORTS
  - A. Accounts payable Approval – January  
East DDA District #248 – Check Register  
West DDA District #250 – None
  - B. January Financial Reports: Income / Expense Statement; Balance Sheet  
East DDA District #248  
West DDA District #250
  - C. Board Member Matrix
8. NEW BUSINESS
  - A. Updated EDA Bylaws – Introduction
  - B. RFBA – Approval of the participation agreement for funding of Jameson Park improvements.
  - C. RFBA – FY2021 budget amendment for completion of Jameson Park phase 2 improvements.
9. PENDING BUSINESS
  - A. East & West DDA Districts Development / Tax Increment Financing plans – Director update
10. DIRECTOR COMMENTS

**11. ADJOURNMENT**

Next regularly scheduled meeting Tuesday, March 16, 2021

**Charter Township of Union  
Economic Development Authority Board (EDA)  
Regular – Electronic Board Meeting  
Tuesday, January 19, 2021**

**MINUTES**

A regular – electronic meeting of the Charter Township of Union Economic Development Authority was held on January 19, 2021 at 4:30 p.m. as a virtual meeting through the Zoom meeting platform.

**Meeting was called to order at 4:35 p.m.**

**ROLL CALL**

Present: Coyne – Jenison Beach, Florida, Hunter – Naples, Collier County, Mielke – Union Township, Isabella County, Michigan, Figg – Mt. Pleasant, Union Township, Isabella County, Michigan, Bacon – Union Township, Kequom – Union Township, Isabella County, Chowdhary (Late)

Excused: Johnson,

Absent: Zalud, Barz, Smith

Others Present: Rodney Nanney – Community & Economic Development Director, Amy Peak – Building Department Clerk, Sherrie Teall – Finance Director, Carman Avantini – CIB Planning, Elena Moeller-Younger – CIB Planning

**APPROVAL OF AGENDA**

MOTION by **Figg** SUPPORTED by **Mielke** to APPROVE the agenda as presented. **MOTION CARRIED 6-0.**

**APPROVAL OF MINUTES**

MOTION by **Bacon** SUPPORTED by **Coyne** to APPROVE minutes from the December 15, 2020 regular meeting as presented. **MOTION CARRIED 6-0.**

**PRESENTATIONS** - None

**PUBLIC COMMENT** – No public comment offered.

**REPORTS**

**ACCOUNTS PAYABLE/ FINANCIAL STATEMENTS**

Finance Director Sherri Teall reviewed the accounts payable for the East & West DDA.

MOTION by **Figg** SUPPORTED by **Coyne** to APPROVE the East DDA payables 12/16/2020 – 1/19/2021 in the amount of \$13,373.81 as presented. **MOTION CARRIED 6 – 0.**

MOTION by **Figg** SUPPORTED by **Hunter** to APPROVE the West DDA payables 12/16/2020 – 1/19/2021 in the amount of \$1,885.75. **MOTION CARRIED 6 – 0.**

Finance Director Sherrie Teall reviewed financial reports.

Financial reports were RECEIVED AND FILED by Chair Kequom

**NEW BUSINESS** - None

**PENDING BUSINESS**

1. Rodney Nanney introduced Carman Avantini and Elena Moeller-Younger with CIB for the identification of potential questions to include on a survey of business and property owners in the East & West DDA. Discussion held.

There was a consensus of the Board to instruct staff and CIB to continue with tweaks to the survey and continue to move forward with survey.

Chair Kequom thanked CIB for the information and progress with the survey.

**DIRECTOR COMMENTS:**

- Lighting under overpass at 127 has been installed.

Meeting adjourned by Chair Kequom at 6:01 p.m.

**APPROVED BY**

(Recorded by Amy Peak)

\_\_\_\_\_  
**Chair Kequom**

02/11/2021 01:52 PM  
User: SHERRIE  
DB: Union

CHECK REGISTER FOR CHARTER TOWNSHIP OF UNION  
CHECK DATE FROM 01/20/2021 - 02/16/2021

Check Date	Bank	Check	Vendor	Vendor Name	Description	Amount
Bank 248 EDDA CHECKING						
02/11/2021	248	69 (E)	00146	CONSUMERS ENERGY PAYMENT CENTER	2027 FLORENCE	52.18
					4923 E PICKARD	67.68
					4675 E PICKARD	56.26
					4592 E PICKARD STE B	29.85
					4592 E PICKARD STE A	66.20
					5771 E PICKARD STE B	29.85
					5771 E PICKARD STE A	125.45
					5770 E PICKARD STE B	29.85
					5770 E PICKARD STE A	102.27
					5325 E PICKARD	89.39
					2029 2ND ST	100.00
					5157 E PICKARD STE B	29.70
					5157 E PICKARD STE A	47.21
					4900 E PICKARD	52.97
					1940 S ISABELLA	55.30
						<u>934.16</u>
02/16/2021	248	4193	00188	DOUG'S SMALL ENGINE	PLOW SIDEWALK	700.00
					PLOW SIDEWALK	700.00
					PLOW SIDEWALK	700.00
						<u>2,100.00</u>
02/16/2021	248	4194	00450	M M I	PARK BENCH GROUND MAINT - JAN 2021	246.00
248 TOTALS:						
Total of 3 Disbursements:						3,280.16

PERIOD ENDING 01/31/2021

GL NUMBER	DESCRIPTION	YTD BALANCE		2021		YTD BALANCE		% BGD USED
		NORMAL	(ABNORMAL)	ORIGINAL BUDGET	2021 AMENDED BUDGET	NORMAL	(ABNORMAL)	
Fund 248 - EAST DDA FUND								
Revenues								
Dept 000 - NONE								
248-000-402.000	CURRENT PROPERTY TAX	0.00		458,000.00	458,000.00		0.00	0.00
248-000-402.001	PROPERTY TAX REFUNDS-BOR MTT	0.00		(4,000.00)	(4,000.00)		0.00	0.00
248-000-402.100	PRIOR YEARS PROPERTY TAXES	0.00		(250.00)	(250.00)		0.00	0.00
248-000-420.000	DELQ PERSONAL PROPERTY CAPT	0.00		300.00	300.00		0.00	0.00
248-000-445.000	INTEREST ON TAXES	0.00		500.00	500.00		0.00	0.00
248-000-573.000	STATE AID REVENUE-LCSA	0.00		63,000.00	63,000.00		0.00	0.00
248-000-665.000	INTEREST EARNED	1,583.26		6,700.00	6,700.00		957.60	14.29
248-000-671.000	OTHER REVENUE	0.00		100.00	100.00		0.00	0.00
Total Dept 000 - NONE		1,583.26		524,350.00	524,350.00		957.60	0.18
TOTAL REVENUES		1,583.26		524,350.00	524,350.00		957.60	0.18
Expenditures								
Dept 000 - NONE								
248-000-801.000	PROFESSIONAL & CONTRACTUAL SERVICES	2,500.00		82,500.00	82,500.00		246.00	0.30
248-000-801.001	MAINT- BENCHES/TRASH RECEPTACLES	177.00		11,000.00	11,000.00		0.00	0.00
248-000-801.003	SIDEWALK SNOWPLOWING	1,600.00		11,000.00	11,000.00		700.00	6.36
248-000-801.004	RIGHT OF WAY LAWN CARE	0.00		23,000.00	23,000.00		0.00	0.00
248-000-801.005	IRRIGATION / LIGHTING REPAIRS	436.45		35,000.00	35,000.00		0.00	0.00
248-000-801.007	FLOWER / LANDSCAPE MAINTENANCE	0.00		21,000.00	21,000.00		0.00	0.00
248-000-801.015	STREET LIGHT BANNERS/CHRISTMAS	4,500.00		20,000.00	20,000.00		4,500.00	22.50
248-000-826.000	LEGAL FEES	0.00		500.00	500.00		0.00	0.00
248-000-880.000	COMMUNITY PROMOTION	0.00		10,000.00	10,000.00		0.00	0.00
248-000-883.000	COMMUNITY IMPROVEMENT GRANTS	0.00		40,000.00	40,000.00		0.00	0.00
248-000-900.000	PRINTING & PUBLISHING	0.00		250.00	250.00		0.00	0.00
248-000-915.000	MEMBERSHIP & DUES	0.00		260.00	260.00		0.00	0.00
248-000-917.000	WATER & SEWER CHARGES	0.00		16,000.00	16,000.00		0.00	0.00
248-000-920.000	ELECTRIC/NATURAL GAS	2,037.45		12,000.00	12,000.00		3,153.75	26.28
248-000-935.000	PROPERTY/LIABILITY INSURANCE	1,297.69		1,700.00	1,700.00		0.00	0.00
248-000-940.000	LEASE/RENT	0.00		700.00	700.00		0.00	0.00
248-000-955.000	MISC.	17.97		50.00	50.00		0.00	0.00
Total Dept 000 - NONE		12,566.56		284,960.00	284,960.00		8,599.75	3.02
Dept 336 - FIRE DEPARTMENT								
248-336-830.000	PUBLIC SAFETY - FIRE PROTECTION	0.00		105,100.00	105,100.00		0.00	0.00
Total Dept 336 - FIRE DEPARTMENT		0.00		105,100.00	105,100.00		0.00	0.00
Dept 728 - ECONOMIC DEVELOPMENT								
248-728-967.300	SEWER SYSTEM PROJECTS	0.00		435,260.00	435,260.00		0.00	0.00
248-728-967.600	PARKS PROJECTS	0.00		117,000.00	117,000.00		0.00	0.00
Total Dept 728 - ECONOMIC DEVELOPMENT		0.00		552,260.00	552,260.00		0.00	0.00
TOTAL EXPENDITURES		12,566.56		942,320.00	942,320.00		8,599.75	0.91



User: SHERRIE

DB: Union

PERIOD ENDING 01/31/2021

GL NUMBER	DESCRIPTION	YTD BALANCE		2021		YTD BALANCE		% BDGT USED
		NORMAL	(ABNORMAL)	ORIGINAL BUDGET	2021 AMENDED BUDGET	NORMAL	(ABNORMAL)	
Fund 248 - EAST DDA FUND								
Fund 248 - EAST DDA FUND:								
TOTAL REVENUES			1,583.26	524,350.00	524,350.00		957.60	0.18
TOTAL EXPENDITURES			12,566.56	942,320.00	942,320.00		8,599.75	0.91
NET OF REVENUES & EXPENDITURES			(10,983.30)	(417,970.00)	(417,970.00)		(7,642.15)	1.83

User: SHERRIE

DB: Union

PERIOD ENDING 01/31/2021

GL NUMBER	DESCRIPTION	YTD BALANCE		2021		YTD BALANCE		% BGD USED
		NORMAL	(ABNORMAL)	ORIGINAL BUDGET	2021 AMENDED BUDGET	NORMAL	(ABNORMAL)	
Fund 250 - WEST DDA FUND								
Revenues								
Dept 000 - NONE								
250-000-402.000	CURRENT PROPERTY TAX	0.00		334,000.00	334,000.00	0.00		0.00
250-000-402.001	PROPERTY TAX REFUNDS-BOR MTT	0.00		(4,000.00)	(4,000.00)	0.00		0.00
250-000-420.000	DELQ PERSONAL PROPERTY CAPT	0.00		20.00	20.00	0.00		0.00
250-000-445.000	INTEREST ON TAXES	0.00		250.00	250.00	0.00		0.00
250-000-665.000	INTEREST EARNED	1,162.27		5,400.00	5,400.00	442.19		8.19
Total Dept 000 - NONE		1,162.27		335,670.00	335,670.00	442.19		0.13
TOTAL REVENUES		1,162.27		335,670.00	335,670.00	442.19		0.13
Expenditures								
Dept 000 - NONE								
250-000-801.000	PROFESSIONAL & CONTRACTUAL SERVICES	2,500.00		54,200.00	54,200.00	0.00		0.00
250-000-880.000	COMMUNITY PROMOTION	0.00		5,000.00	5,000.00	0.00		0.00
250-000-883.000	COMMUNITY IMPROVEMENT GRANTS	0.00		40,000.00	40,000.00	0.00		0.00
250-000-915.000	MEMBERSHIP & DUES	0.00		260.00	260.00	0.00		0.00
250-000-967.400	STREET/ROAD PROJECTS	0.00		330,000.00	330,000.00	0.00		0.00
Total Dept 000 - NONE		2,500.00		429,460.00	429,460.00	0.00		0.00
Dept 336 - FIRE DEPARTMENT								
250-336-830.000	PUBLIC SAFETY - FIRE PROTECTION	0.00		59,000.00	59,000.00	0.00		0.00
Total Dept 336 - FIRE DEPARTMENT		0.00		59,000.00	59,000.00	0.00		0.00
Dept 728 - ECONOMIC DEVELOPMENT								
250-728-967.500	SIDEWALK/PATHWAY PROJECTS	0.00		250,000.00	250,000.00	0.00		0.00
Total Dept 728 - ECONOMIC DEVELOPMENT		0.00		250,000.00	250,000.00	0.00		0.00
TOTAL EXPENDITURES		2,500.00		738,460.00	738,460.00	0.00		0.00
Fund 250 - WEST DDA FUND:								
TOTAL REVENUES		1,162.27		335,670.00	335,670.00	442.19		0.13
TOTAL EXPENDITURES		2,500.00		738,460.00	738,460.00	0.00		0.00
NET OF REVENUES & EXPENDITURES		(1,337.73)		(402,790.00)	(402,790.00)	442.19		0.11
TOTAL REVENUES - ALL FUNDS								
TOTAL REVENUES - ALL FUNDS		2,745.53		860,020.00	860,020.00	1,399.79		0.16
TOTAL EXPENDITURES - ALL FUNDS								
TOTAL EXPENDITURES - ALL FUNDS		15,066.56		1,680,780.00	1,680,780.00	8,599.75		0.51
NET OF REVENUES & EXPENDITURES		(12,321.03)		(820,760.00)	(820,760.00)	(7,199.96)		0.88

Fund 248 EAST DDA FUND

GL Number	Description	Balance
*** Assets ***		
248-000-001.000	CASH	10,563.87
248-000-002.000	SAVINGS	829,866.15
248-000-003.001	CERTIFICATE OF DEPOSIT	833,670.72
248-000-123.000	PREPAID EXPENSES	1,391.61
<b>Total Assets</b>		<b>1,675,492.35</b>
*** Liabilities ***		
248-000-202.000	ACCOUNTS PAYABLE	2,346.00
<b>Total Liabilities</b>		<b>2,346.00</b>
*** Fund Balance ***		
248-000-370.379	RESTRICTED FUND BALANCE	1,358,413.36
<b>Total Fund Balance</b>		<b>1,358,413.36</b>
<b>Beginning Fund Balance - 2020</b>		<b>1,358,413.36</b>
<b>Net of Revenues VS Expenditures - 2020</b>		<b>322,375.14</b>
<b>*2020 End FB/2021 Beg FB</b>		<b>1,680,788.50</b>
<b>Net of Revenues VS Expenditures - Current Year</b>		<b>(7,642.15)</b>
<b>Ending Fund Balance</b>		<b>1,673,146.35</b>
<b>Total Liabilities And Fund Balance</b>		<b>1,675,492.35</b>

\* Year Not Closed

Fund 250 WEST DDA FUND

GL Number	Description	Balance
*** Assets ***		
250-000-001.000	CASH	8,966.07
250-000-002.000	SAVINGS	268,015.90
250-000-002.001	SHARES	53.70
250-000-003.001	CERTIFICATE OF DEPOSIT	945,656.80
<b>Total Assets</b>		<b>1,222,692.47</b>
*** Liabilities ***		
<b>Total Liabilities</b>		<b>0.00</b>
*** Fund Balance ***		
250-000-370.379	RESTRICTED FUND BALANCE	1,021,196.95
<b>Total Fund Balance</b>		<b>1,021,196.95</b>
<b>Beginning Fund Balance - 2020</b>		<b>1,021,196.95</b>
<b>Net of Revenues VS Expenditures - 2020</b>		<b>201,053.33</b>
<b>*2020 End FB/2021 Beg FB</b>		<b>1,222,250.28</b>
<b>Net of Revenues VS Expenditures - Current Year</b>		<b>442.19</b>
<b>Ending Fund Balance</b>		<b>1,222,692.47</b>
<b>Total Liabilities And Fund Balance</b>		<b>1,222,692.47</b>

\* Year Not Closed

## Board Expiration Dates

Planning Commission Board Members (9 Members) 3 year term			
#	F Name	L Name	Expiration Date
1-BOT Representative	Lisa	Cody	11/20/2024
2-Chair	Phil	Squatrito	2/15/2023
3-Vice Chair	Ryan	Buckley	2/15/2022
4-Secretary	Alex	Fuller	2/15/2023
5-Vice Secretary	Mike	Darin	2/15/2022
6	Stan	Shingles	2/15/2024
7	Jessica	Lapp	2/15/2023
8	Tera	Albrecht	2/15/2024
9	Doug	LaBelle II	2/15/2022
Zoning Board of Appeals Members (5 Members, 2 Alternates) 3 year term			
#	F Name	L Name	Expiration Date
1- PC Rep	Ryan	Buckley	2/15/2022
2 - Chair	Andy	Theisen	12/31/2022
3 - Vice Chair	Liz	Presnell	12/31/2022
4 - Secretary	vacant seat		12/31/2021
5 - Vice Secretary	Judy	Lannen	12/31/2022
Alt. #1	Brandon	LaBelle	12/31/2022
Alt. #2	Jim	Engler	2/15/2021
Board of Review (3 Members) 2 year term			
#	F Name	L Name	Expiration Date
1	Doug	LaBelle II	12/31/2022
2	Sarvjit	Chowdhary	12/31/2022
3	Bryan	Neyer	12/31/2022
Alt #1	Randy	Golden	12/31/2022
Construction Board of Appeals (3 Members) 2 year term			
#	F Name	L Name	Expiration Date
1	Colin	Herron	12/31/2021
2	Richard	Jakubiec	12/31/2021
3	Andy	Theisen	12/31/2021
Hannah's Bark Park Advisory Board (2 Members from Township) 2 year term			
1	Mark	Stuhldreher	12/31/2022
2	John	Dinse	12/31/2021
Chippewa River District Library Board 4 year term			
1	Ruth	Helwig	12/31/2023
2	Lynn	Laskowsky	12/31/2021



## Board Expiration Dates

EDA Board Members (11 Members) 4 year term			
#	F Name	L Name	Expiration Date
1-BOT Representative	Bryan	Mielke	11/2024
2	Thomas	Kequom	4/14/2023
3	James	Zalud	4/14/2023
4	Richard	Barz	2/13/2025
5	Robert	Bacon	1/13/2023
6	Marty	Figg	6/22/2022
7	Sarvjit	Chowdhary	1/20/2022
8	Cheryl	Hunter	6/22/2023
9	Jeff	Sweet	2/13/2025
10	vacant seat		2/13/2021
11	David	Coyne	3/26/2022
Mid Michigan Area Cable Consortium (2 Members)			
#	F Name	L Name	Expiration Date
1	Kim	Smith	12/31/2022
2	vacant seat		
Cultural and Recreational Commission (1 seat from Township) 3 year term			
#	F Name	L Name	Expiration Date
1	Robert	Sommerville	12/31/2022
Sidewalks and Pathways Prioritization Committee (2 year term -PC Appointments)			
#	F Name	L Name	Expiration Date
1 - BOT Representative	Kimberly	Rice	11/20/2024
2 - PC Representative	Mike	Darin	8/15/2022
3 - Township Resident	Matt	Mertz	8/15/2021
4 - Township Resident	Jeremy	MacDonald	10/17/2022
5 - Member at large	vacant seat		8/15/2021
Mid Michigan Aquatic Recreational Authority (2 seat from Township) 3 year term			
#	F Name	L Name	Expiration Date
1 - City of Mt. Pleasant	John	Zang	12/31/2023
2 - City of Mt. Pleasant	Judith	Wagley	12/31/2022
1 -Union Township	Stan	Shingles	12/31/2023
2 - Union Township	Allison	Chiodini	12/31/2022
At Large			
At Large			



## REQUEST FOR EDA BOARD REVIEW AND COMMENT

**To:** Economic Development Authority Board      **DATE:** February 5, 2021  
**FROM:** Rodney C. Nanney, AICP, Community and Economic Development Director      **DATE FOR CONSIDERATION:** 2/16/2021  
**ACTIONS REQUESTED:** Initial review and comment on the draft EDA Board bylaws and rules of procedure required per section 204(3) of Public Act 57 of 2018, as amended.

Current Action  Emergency

Funds Budgeted: If Yes  Account #  No  N/A

### BACKGROUND INFORMATION

As part of compliance with requirements of Public Act 57 of 2018, the Economic Development Authority Board has an obligation to *“adopt rules consistent with the Open Meetings Act...governing its procedures and the holding of regular meetings,”* subject to the approval of the Board of Trustees. A review of available Township records failed to identify any applicable bylaws more recent than bylaws for the East DDA adopted in 1991, although it is possible that the document was part of the Clerk’s records damaged by a past flooding incident.

The proposed bylaws are included on this agenda for purposes of introduction and EDA Board review and comment. Any changes identified by the EDA Board will be incorporated into an updated draft document submitted for review and action during your next regular meeting.

### SCOPE OF ACTIVITY

To review and identify any desired changes to the draft EDA Board bylaws and rules of procedure.

### JUSTIFICATION

Adoption of bylaws and rules of procedure for the EDA Board is necessary for compliance with Public Act 57 of 2018, as amended, which governs the work of downtown development authorities in Michigan.

### BOARD OF TRUSTEES GOALS ADDRESSED

Board of Trustees goals addressed by adoption of bylaws and rules of procedure as required per Act 57 (From Policy 1.0: Global End):

- 1. Community well-being and common good
- 6. Commerce

### TIMETABLE

Initial review and comment in February, with final review and action in March. Consideration by the Board of Trustees for final approval would follow the EDA Board’s action.

# **Charter Township of Union Economic Development Authority Bylaws and Rules of Procedure**

These bylaws and rules of procedure are adopted by the Economic Development Authority Board of the Charter Township of Union, Isabella County, State of Michigan (hereinafter referred to as the EDA Board) to facilitate the performance of its duties under Township ordinances and Public Act 57 of 2018, as amended:

## **ARTICLE 1.0 PURPOSES, AUTHORITY, AND RESPONSIBILITIES**

The EDA Board was established by Township Board of Trustees resolution for the purpose of governing the East and the West Downtown Development Authority districts in accordance with Public Act 57 of 2018, as amended, and to correct and prevent deterioration in the districts, to create and implement development plans and tax increment financing plans for each district, and to promote economic growth in the districts. The EDA Board shall have all of the authority and responsibilities that have been or hereafter may be conferred by law on Downtown Development Authorities organized under Public Act 57 of 2018, as amended.

## **ARTICLE 2.0 MEMBERSHIP**

### **Section 2.1 Number, Tenure, and Qualifications**

The EDA Board shall consist of the Township Supervisor and ten (10) other members. The term of the Supervisor shall coincide with their term of office on the Board of Trustees. Each additional member shall be appointed for a term of four (4) years, except that of members first appointed; two shall be appointed for one year, two for two years, two for three years, and two for four years.

At least six (6) of the members shall be persons having an interest in property located in the East or the West Downtown Development Authority (DDA) districts. At least one (1) of the members shall be a resident of the East or the West DDA district if it has 100 or more persons residing within it.

### **Section 2.2 Selection of Members, Reappointment, Expiration of Term, and Filling Vacancies**

EDA Board members shall be appointed by the Township Supervisor subject to the advice and consent of the Township Board of Trustees. At the expiration of a member's term of office, the member may be re-appointed for another term or a replacement member may be appointed in the same manner as the original appointments. If a vacancy is created by the death, resignation, or removal of a member, a successor shall be appointed in the same manner to hold office for the remainder of the term so vacated. Before assuming the duties of office, a member shall qualify by taking and subscribing to the constitutional oath of office.

In accordance with Public Act 57 of 2018, as amended, members whose terms of office have expired shall continue to hold office until a successor has been appointed.

### **Section 2.3 Absences, Resignation, and Removal**

EDA Board members shall notify the Chair and the Community and Economic Development Director as far in advance as possible when they intend to be absent from a meeting.

A member may resign from the EDA Board by sending a letter of resignation directed to the Township Supervisor and copied to the Chair and the Community and Economic Development Director.

Pursuant to proper notice and an opportunity to be heard, a member may be removed from office for misfeasance, malfeasance, or nonfeasance in office by a majority vote of the Township Board of Trustees following a referral for action by the EDA Board. Unexcused absence from three (3) or more regularly scheduled EDA Board meetings in any twelve (12) month period shall constitute nonfeasance in office.



# **Charter Township of Union Economic Development Authority**

## **Bylaws and Rules of Procedure**

Removal of a member is subject to review by the Isabella County Circuit Court.

### **Section 2.4 Compensation of Members**

In accordance with Public Act 57 of 2018, as amended, EDA Board members shall serve without compensation, but shall be reimbursed for actual and necessary expenses.

### **Section 2.5 Conflict of Interest**

An EDA Board member who has a direct interest in any matter before the EDA shall disclose his interest prior to the EDA Board taking any action with respect to the matter which disclosure shall become a part of the record of the EDA Board's official proceedings. Further, any member making such disclosure shall then refrain from participating in the EDA Board's deliberation or decision-making process relative to such matter.

## **ARTICLE 3.0 OFFICERS**

At the regular meeting in May of each year, the Commission shall select from its membership a Chair and Vice Chair. All officers shall serve a term of one (1) year, or until their successors are selected and assume office. All officers shall be eligible for re-election for consecutive terms for the same office. The officers shall take office immediately following their election. An officer may be removed by majority of the EDA Board membership by roll call vote whenever in its judgment the best interest of the EDA would be served. An officer vacancy shall be filled by the EDA Board for the unexpired portion of the officer's term.

The Chair shall preside at all meetings of the EDA Board and shall discharge the duties of a presiding officer. In the absence of the Chair or in the event of his inability or refusal to act, the Vice Chair shall perform the duties of the Chair.

## **ARTICLE 4.0 MEETINGS**

### **Section 4.1 Regular Meetings**

Regular meetings of the EDA Board shall be held at 4:30 p.m. on the third Tuesday of each month in the Township Hall Board Room, unless an alternative location is provided for in the meeting notice posted in accordance with the Open Meetings Act (Public Act 267 of 1976, as amended). In the event the meeting day shall fall on a holiday, the meeting will occur on the following day. Any regularly scheduled meeting may be canceled for lack of quorum.

### **Section 4.2 Special Meetings**

Special meetings of the EDA Board may be called by the Chair, by the Vice Chair in the absence of the Chair, by any three EDA Board members, or by the Township Board of Trustees by giving at least 72 hours' notice of the meeting, stating the purpose of the meeting, and posting notice of the special meeting in accordance with the Open Meetings Act.

### **Section 4.3 Informational Meetings**

Pursuant to Public Act 57 of 2018, as amended, two informational meetings shall be held each year, where no policy, budget, or operational matters are voted on and where information regarding EDA goals, direction, and projects is shared.

# **Charter Township of Union Economic Development Authority Bylaws and Rules of Procedure**

## **Section 4.4 Notice of Meeting**

All meetings shall be preceded by public notice posted in accordance with the Open Meetings Act.

## **Section 4.5 Agenda**

The Chair may direct the Community and Economic Development Director to prepare the agendas for all meetings and send them to the EDA Board members at least 72 hours in advance of the meeting. Any EDA Board member may request an item to be placed upon the agenda.

## **Section 4.6 Quorum and Voting**

A majority of the total EDA Board membership shall constitute a quorum for the transaction of business. A majority vote of the EDA Board members present at the meeting shall be required for adoption of any motion or resolution, unless a higher number is otherwise required by state law.

Motions shall be restated by the Chair before a vote is taken. The name of the maker and supporter of the motion shall be recorded. Voting shall be by voice vote except when a roll call vote shall be requested by any member or directed by the Chair. A vote ending in a tie shall be treated as a failed motion.

## **Section 4.7 Rules of Order**

EDA Board meetings shall be conducted, to the extent practicable, in accordance with generally accepted parliamentary procedure, as governed by the latest available version of Robert's Rules of Order. However, application of these rules of order shall not be utilized in order to stifle discussion or debate and may be implemented only to the extent required to maintain the orderliness of the meeting.

## **ARTICLE 5.0 STAFF SUPPORT, CONTRACTS, AND RECORDS**

### **Section 5.1 Staff Support**

The Township's Finance Director and Community and Economic Development Director shall provide staff support to the EDA Board, and may delegate specific support duties to departmental personnel.

### **Section 5.2 Contracts**

The EDA Board may enter into contracts for services or other purposes within the limits authorized by Public Act 57 of 2018, as amended and the adopted development plans and tax increment financing plans for the DDA districts.

### **Section 5.3 Records**

The EDA Board shall maintain correct and complete records of books and accounts and minutes of the meetings, which shall be kept at the Township offices. All EDA Board minutes, financial accounts, and other records shall be open to the public in accordance with the requirements of the Freedom of Information Act, Public Act 442 of 1976, as amended.

## **ARTICLE 6.0 RAISING OF FUNDS**

### **Section 6.1 Tax Increment Financing**

In accordance with the requirements of Public Act 57 of 2018, as amended, the EDA Board shall prepare and

# Charter Township of Union Economic Development Authority Bylaws and Rules of Procedure

maintain tax increment financing plans and associated development plans for the East and the West Downtown Development Authority (DDA) districts, which shall include a detailed explanation of the tax increment procedure, the amount of bonded indebtedness to be incurred, the duration of the program, and compliance with all applicable provisions of Act 57. All funds collected through tax capture under these plans shall be allocated and used in strict accordance with Act 57 requirements and these plans.

## **Section 6.2 Other Potential Funding Sources**

The EDA Board may accept any contribution, gift, bequest, or device for the general purposes or for any special purpose of the Authority.

Public Act 57 of 2018, as amended, states that the EDA may, with the approval of the Township Board of Trustees, levy an ad valorem tax on the real and tangible property not exempt by law and as finally equalized in the East and/or the West Downtown Development Authority (DDA) districts. The tax shall be not more than two (2) mills. The tax shall be collected by the Township at the same time and in the same manner as it collects its other ad valorem taxes, and shall be credited to the East or the West DDA district fund as appropriate.

The Township Board of Trustees may, at the request of the EDA Board, borrow money and issue its notes therefore pursuant to state law anticipation of collection of the ad valorem tax authorized in this section.

The EDA may borrow money and issue its negotiable revenue bonds therefore pursuant to state law. Revenue bonds issued by the EDA shall not, except as hereinafter provided, be deemed a debt of the Township or the State of Michigan. The Township Board of Trustees may, by a majority vote, pledge its full faith and credit to support the EDA's revenue bonds.

## **ARTICLE 7.0 ADOPTION AND AMENDMENT OF THESE BYLAWS**

These bylaws shall be adopted by a majority of the EDA Board members present at a regular meeting, and shall be subject to final approval by the Township Board of Trustees prior to implementation. Amendments shall be adopted by the same process.

Adopted by the EDA Board: \_\_\_\_\_

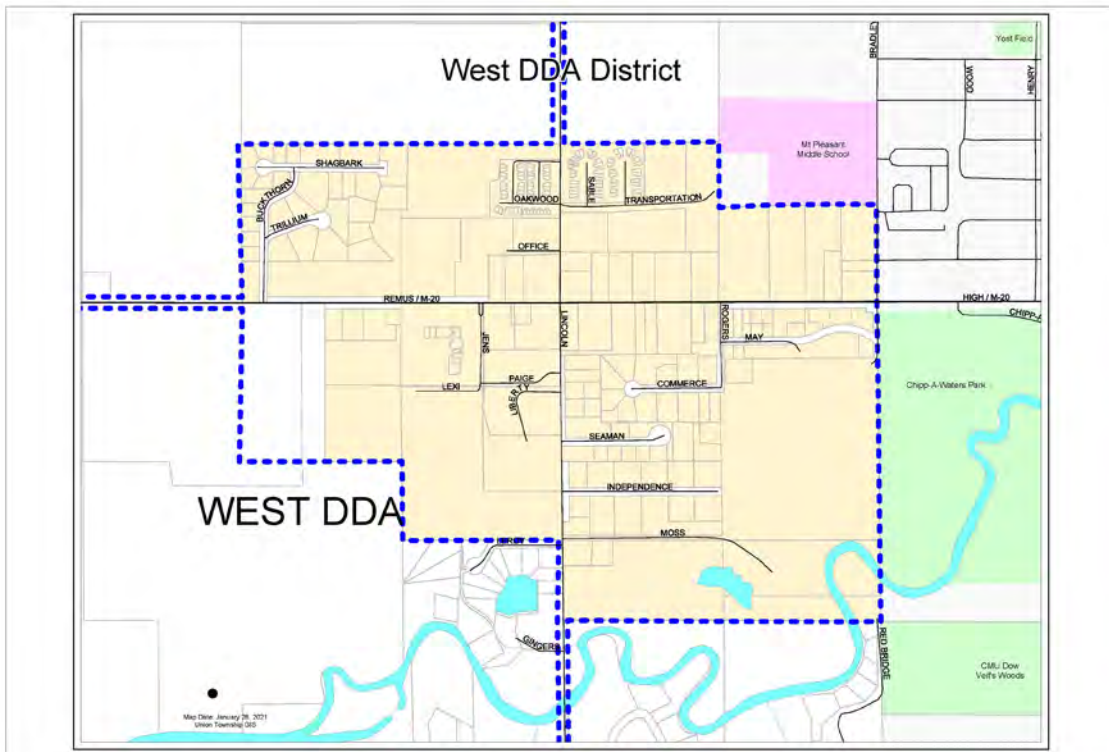
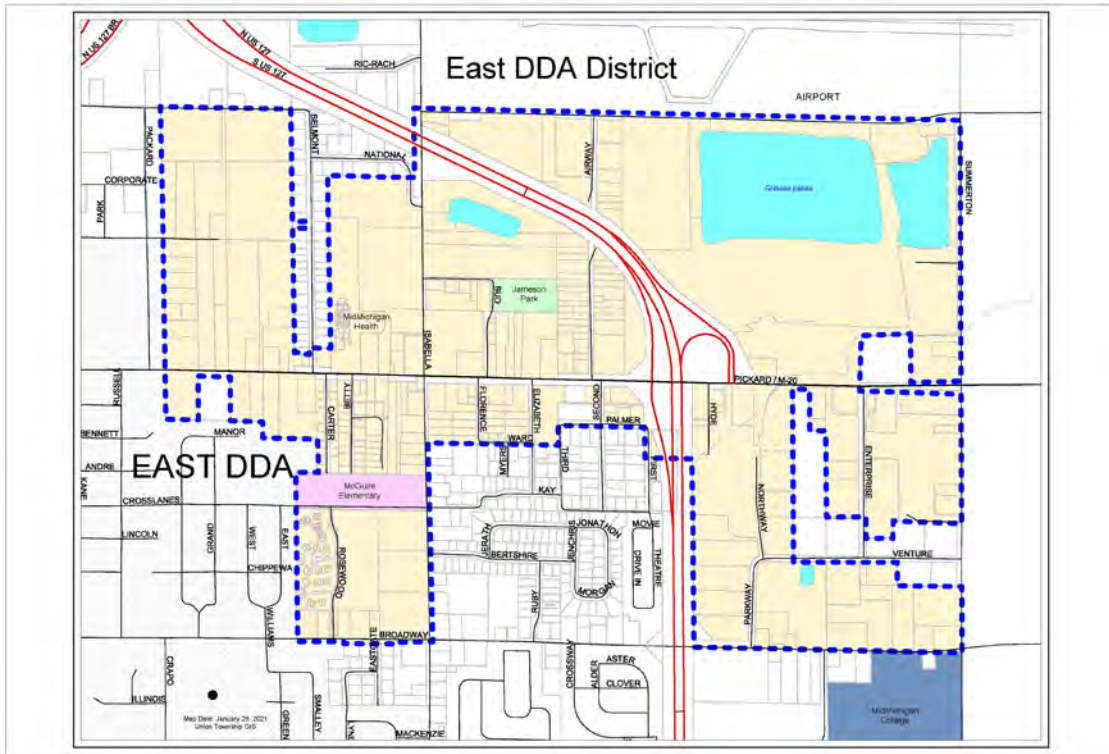
Approved by the Township Board of Trustees: \_\_\_\_\_

## **ARTICLE 8.0 DISTRICT BOUNDARIES**

The boundaries of the East and the West Downtown Development Authority (DDA) districts are as depicted on the maps included under Attachment A.

# Charter Township of Union Economic Development Authority Bylaws and Rules of Procedure

## ATTACHMENT A



**To:** Mark Stuhldreher - Township Manager      **DATE:** February 8, 2021

**FROM:** Kim Smith – Public Service Director      **DATE FOR BOARD CONSIDERATION:** February 16, 2021

**ACTION REQUESTED:** Approval of the Participation Agreement with the Charter Township of Union Board of Trustees for Phase I of the Jameson Park Upgrades in the amount of \$19,714.91.

Current Action       Emergency

Funds Budgeted: If Yes  Account # 248-728-967.600 No  N/A

Finance Approval \_\_\_\_\_

### BACKGROUND INFORMATION

In February of 2018, the Economic Development Authority Board (EDA) approved a 2018/2019 Project List for both the East and West DDA Districts. As part of this list the EDA Board approved \$50,000.00 to make improvements at Jameson Park. At a subsequent meeting the EDA Board expressed their desire to have a professional firm prepare a Planning and Design Master Plan for Jameson Park. The Master Plan was completed to help guide the EDA and Township Board in making decisions on appropriate improvements, timing, and provide cost estimates for these improvements.

In September of 2018, the EDA Board approved a proposal from Goudreau & Associates for the completion of the Jameson Park Planning and Design Master Plan. Over the next several months inspections by professional firms were conducted to assess the facilities and provide recommendations for repairs and improvements to the park. A public input meeting was held in May of 2019 to receive suggestions from township stakeholders.

In June of 2019 Goudreau & Associates presented the findings to the EDA Board. The presentation included a detailed list of improvements. At the July 2019 EDA Board Meeting a Jameson Park Improvements Subcommittee was created to review and recommend future project funding at Jameson Park.

The subcommittee met in August of 2019 to review the project funding identified in the plan and determine which projects were viable and coincide with DDA Board, Township Board of Trustees, and Citizen Priorities. East DDA financial viability and EDA/Board of Trustee partnership opportunities relating to the project list were also discussed. The subcommittee’s recommendation to the EDA Board for 2019/2020 improvements included projects totaling \$106,631.91.

<b><u>CODE RELATED &amp; EXTERIOR IMPROVEMENTS</u></b>	
<b>Improvement:</b>	<b>Estimated Budget:</b>
Code Related Improvements	\$ 8,714.00
Exterior Related Improvements	\$ 75,580.00
Total Improvements	\$ 84,294.00
15% Construction Contingency	\$ 12,644.10
10% Design, bidding, construction observation	\$ 9,693.81
Total Project Cost	\$ 106,631.91

Based upon the EDA and Township Board list of improvements the FY2020/FY2021 EDA and Township General Fund Budgets include funding for Phase I of this project. The scope and budgetary cost estimates of the improvements included in the Phase I Bid Package are as follows:

<b>Phase I - Code Related &amp; Interior Improvements</b>	Estimated Budget
Code Related Improvements	\$21,014.00
Interior Improvements	\$53,833.18
Contingency	\$10,750.98
<b>Total Estimated Improvement Construction Budget Phase I</b>	<b>\$85,598.16</b>

In May of 2020, the Township Board approved proposals from Goudreau & Associates and Central Michigan Surveying & Development for the completion of construction documents and bidding services for Phase I and Phase II of the Jameson Park Improvements Project. The improvements for both Phase I and Phase II were included in the design phase of the project in anticipation of future funding and completion.

During the design of Phase I additional items were identified as needed upgrades which were not part of the Master Plan. These items were included as bid alternates in the Phase I bid documents. The two bid alternate items were as follows:

- Alternate #1 – replacement of existing underfloor sanitary piping running east/west through main building from kitchen to west exterior of building. Price was to include saw cutting of floors, sanitary piping, new concrete over vapor barrier and associated labor.
- Alternate #2 – provide alternate price for new concrete slab and +/- 3” slope into kitchen to remove the existing step into the kitchen. Alternate price to include saw cutting of existing floor, new concrete over vapor barrier including slope into kitchen and associated labor.

On November 9, 2020 three bids were received for completing Phase I of this project.

These bids are as follows:

CONTRACTOR	BASE BID	BID ALTERNATES #1 & #2	TOTAL
Denali Construction & Engineering Inc.	\$110,581.00	\$12,264.00	\$122,845.00
JBS Contracting Inc.	\$124,385.00	\$8,588.00	\$132,973.00
Konwinski Construction Inc.	\$97,550.00	\$6,174.00	\$103,724.00

On December 16, 2020, the Township Board of Trustees awarded the completion of the Jameson Park Phase I improvements including the two bid alternates to Konwinski Construction Inc. in the amount of \$103,724.00.

## SCOPE OF SERVICES

All of the labor and materials necessary to complete the design and construction of the EDA funded improvements for Phase I Jameson Park Improvements as detailed below.

### EDA PHASE I IMPROVEMENTS

<b><u>PHASE I RELATED IMPROVEMENTS</u></b>	
<b>Improvement:</b>	<b>Estimated Budget:</b>
Code Related Improvements	\$ 8,714.00
15% Contingency	\$ 1,307.10
Design, bidding, construction observation (Phase 1 & Phase II)	\$ 9,693.81
<b>Total Phase I Project Cost</b>	<b>\$ 19,714.91</b>

## JUSTIFICATION

Jameson Park supports year-round opportunities for residents in our community to be physically active and reinvigorate themselves both mentally and physically. As the only park located on the east side of our community the park is an ideal place for residents in the area to enjoy the facilities. The hall, pavilion, and park green area provide space for families and friends to gather and celebrate milestones and special events. Jameson Park enhances wellness in our area youth by providing safe and well-maintained facilities for organized physical activities like softball and little league.

The proposed improvements to Jameson Park will improve the overall safety in the park, provide additional recreational opportunities, and enhance the overall appearance and functionality of the park. Specific improvements to Jameson Hall modernize the facility, and improve the usefulness and safety of the hall as a polling location and meeting space.

The Township Administration, Goudreau & Associates, and the Township Board of Trustees reviewed the bids and approved that the construction of Phase I Jameson Park Improvements be awarded to Konwinski Construction. Konwinski Construction is qualified to complete the work and the bid was found to be fair and reasonable.

## PROJECT IMPROVEMENTS

Board of Trustees goals addressed by this agreement (From Policy 1.0: Global End).

### **1. Community well-being and common good**

## COSTS

### PROJECT COST TO DATE

PROJECT COST	AMOUNT
Goudreau and Associates Design & Bidding Services Contract (approved May 2020)	\$34,882.00
Central Michigan Surveying & Development Design Contract (approved May 2020)	\$15,350.00
Sinclair Recreation – Purchase and installation of playscape (approved November 2019 & May 2020)	\$51,430.19
Konwinski Construction Phase I Construction Contract (approved December 2020)	\$103,724.00
Project Contingency	\$10,750.98
<b>Total Project Cost</b>	<b>\$216,137.17</b>

### KONWINSKI CONSTRUCTION BID BREAKDOWN

ITEM	AMOUNT
Phase I - Base Construction Bid (including General Requirements and Close-out)	\$97,550.00
Phase I - Bid Alternate #1	\$2,924.00
Phase I - Bid Alternate #2	\$3,250.00
<b>Total Phase I</b>	<b>\$103,724.00</b>

## PROJECT FUNDING

Funds are included in the EDA and General Fund FY2021 Budget to complete the Jameson Park Improvements Project Phase I construction as follows:

FUND	AMOUNT
EDA	\$107,000.00
General Fund	\$86,500.00
2% Residual Fund	\$34,000.00
<b>TOTAL FY2020/2021 BUDGET FUNDING</b>	<b>\$227,500.00</b>

## PROJECT TIME TABLE

Phase I Construction Completion - April 2021



**RESOLUTION**

Approval of the Participation Agreement with the Charter Township of Union Board of Trustees for Phase I of the Jameson Park Upgrades in the amount of \$19,714.91.

Resolved by \_\_\_\_\_ Seconded by \_\_\_\_\_

Yes:  
No:  
Absent:

\_\_\_\_\_  
EDA Chair

## Economic Development Authority Participation Contract

**This Agreement** is made and entered into by and between the Charter Township of Union Board of Trustees, County of Isabella, hereinafter referred to as the “**Township Board**” and the Economic Development Authority Board for the Charter Township of Union, County of Isabella, hereinafter referred to as the “**EDA**”, for the following improvements:

<b>Jameson Park Upgrades Phase I – 5142 Bud Street</b>	
Estimated Construction Cost before Contingency	\$ 103,724.00
Construction Contingency	\$ 10,750.98
Design & Bidding Services Contract (Phase I & II)	<u>\$ 50,232.00</u>
Total Project Estimated Cost	\$ 164,706.98
Charter Township of Union Share	\$ 144,992.07
<b>EDA Share</b>	<b><u>\$ 19,714.91</u></b>
Total Project Resources	\$164,706.98

Payment as stated above will be due upon receipt of invoice. Projects which carryover between fiscal years may be billed as the ratio of costs incurred to date.

The undersigned EDA officials, by executing this agreement, certify they are authorized to enter into this agreement on behalf of the EDA.

**Charter Township of Union Economic  
Development Authority**

**Charter Township of Union Board of Trustees**

By: \_\_\_\_\_  
Thomas Kequom, Chair

By: \_\_\_\_\_  
Mark Stuhldreher, Manager

EDA Approval on: \_\_\_\_\_

Board Approval on: \_\_\_\_\_

**To:** Economic Development Authority Board      **DATE:** February 11, 2021  
**FROM:** Rodney C. Nanney, AICP, Community and Economic Development Director      **DATE FOR CONSIDERATION:** 2/16/2021

**ACTION REQUESTED:** To approve and adopt a budget amendment in the amount of \$104,000.00 to appropriate funds in the FY2021 East Downtown Development Authority budget for the completion of Phase 2 improvements to Jameson Park.

Current Action       Emergency

Funds Budgeted: Yes  No  N/A  Account #248-728-967.600

Finance Approval \_\_\_\_\_

### BACKGROUND INFORMATION

A master plan for improvements to Jameson Park was developed by the Public Services Department and approved in 2019. The construction plan was divided into two phases, with phase 1 focused on Jameson Hall interior upgrades and phase 2 primarily aimed at exterior park improvements, including replacement of the damaged and dilapidated chain-link fence along the street frontage with new ornamental fencing, new signage, and ball field, dugout, and landscaping improvements. As noted on the following summary, the anticipated cost of all Phase 2 improvements to Jameson Park is \$228,293.35.

<i>Exterior Improvements</i>	<i>Estimated Budget</i>
Stone Base on exterior of hall	\$ 28,600.00
Fencing (aluminum fence, fence columns, vinyl screen, replace cattle gate)	\$ 39,500.00
Landscaping	\$ 12,000.00
New park sign	\$ 32,790.00
Awning over south door	\$ 1,000.00
infill exterior door to crate interior storage	\$ 8,000.00
dumpster enclosure	\$ 16,000.00
re-roof dugouts	\$ 5,000.00
new bollards at curve on Bud Street	\$ 5,500.00
replace south door - repair parking lot (moved from phase I due to parking lot/drainage issues)	\$ 25,000.00
<b>Total Exterior Improvements</b>	<b>\$ 173,390.00</b>
<i>Exterior Improvements - EDA</i>	<i>Estimated Budget</i>
Parking Lot Bumpers	\$ 580.00
Parking Lot Lighting	\$ 15,000.00
<b>Total Exterior Improvements - EDA</b>	<b>\$ 15,580.00</b>
<b>Contingency - Phase II</b>	<b>\$ 22,258.50</b>
<b>Design, bidding, construction observation</b>	<b>\$ 17,064.85</b>
<b>Total Estimated Improvement Construction Budget Phase II</b>	<b>\$ 228,293.35</b>

The funds allocated in the FY2021 Township budget include full funding from several sources for phase 1, and partial funding for phase 2. The following is a summary of the funding sources and allocation:

Funding Source	Budgeted Funds	
	Phase 1	Phase 2
General Fund	\$49,300.00	\$37,200.00
East DDA Fund	\$19,714.91	\$87,285.09
2% funding awarded from the Saginaw Chippewa Indian Tribe	\$34,000.00	not awarded
<b>Balance Needed for Remaining Improvements</b>	--	<b>\$103,808.26</b>

**SCOPE OF SERVICES**

The scope of services if the budget amendment is approved will include the creation of a Request for Proposals (RFP) for the phase 2 Jameson Park improvements, competitive bidding, Board of Trustees approval of a contract with the winning bidder, and EDA Board approval of a participation agreement with the Board of Trustees for funding.

**JUSTIFICATION**

Allocation of additional East DDA District funds to support completion of all phase 2 improvements to Jameson Park is fully consistent with the adopted East DDA District development and tax increment financing plans, and is justified for the following reasons:

**A. Jameson Park is the principal public gathering place within the East DDA District, and is a center of community activity.**

As the only park located on the east side of our community, Jameson Park supports year-round opportunities for residents in our community to be physically active and to enjoy the open space and recreational amenities. The hall, pavilion, and grounds provide space for families and friends to gather and celebrate milestones and special events. Employees of area businesses regularly make use of the picnic tables and pavilion for lunch, and the playground equipment is a popular draw for families. The park also provides safe and well-maintained facilities for organized physical activities like softball and Little League baseball.

**B. The phase 2 improvements will serve as another important and prominent investment in the neighborhood and community, and a catalyst for economic development and additional improvements.**

The focus of the EDA under the adopted DDA District development plans is to support the retention and growth of existing businesses, attract new businesses, and help to provide for a more vibrant, diverse, and resilient business community in the East DDA District, which in turn will increase tourism and economic activity as called for in the development plan.

The phase 1 work for Jameson Park focuses primarily on interior upgrades to modernize Jameson Hall and improve its usefulness and safety as a polling location and meeting space. One item from the original phase 2 list, installation of new playground equipment, was also completed through collaboration with the City of Mt. Pleasant. These are important improvements for the community, but do not significantly alter the overall visual character or appearance of the park for residents and visitors.

The broader scope of phase 2 park improvements focus on exterior improvements to provide additional recreational opportunities, and to enhance the park's overall appearance and functionality. When completed, the phase 2 improvements will establish a new and more prominent visual profile for the park.

The visual character of a community has an outsized influence on private investment and development. Site selection for new business development can hinge on the impression an investor receives from a drive through the neighborhood to see what the community and other property owners are doing with their property.

Strategic public investments in a neighborhood or community have long-term positive influence on their surroundings. While there is a significant annual cost associated with maintaining the East DDA District's streetlights, park benches, flowers, banners, and holiday decorations, these efforts in 2020 provided an essential visual confirmation that our business district was still "open for business" despite the COVID19 virus pandemic.

Similarly, the phase 2 improvements to Jameson Park provide an opportunity for the EDA to use strategic public improvements as a catalyst to help inspire private investments and future economic development of underutilized land in the vicinity of the park.

**C. This is a "shovel-ready" project consistent with the EDA Board's obligation under Public Act 57 of 2018 to "expend the tax increment revenues received for the (East DDA District) development program."**

Beginning with the development of an overall master plan for park improvements in 2019, the Public Services Department and the project engineer have undertaken much of the planning and preparatory work needed for this project to be ready to proceed in 2021.

Public Act 57 of 2018 includes annual reporting requirements that in part focus on the timing of EDA expenditures of tax increment revenues captured from the various taxing jurisdictions for use in the DDA District. The Act requires additional reporting whenever accumulated funds are not expended within five (5) fiscal years, and includes a provision for "surplus funds" to ultimately be returned proportionally to the respective taxing jurisdictions.

**BOARD OF TRUSTEES GOALS ADDRESSED**

Board of Trustees goals addressed by the phase 1 and phase 2 improvements to Jameson Park (From Policy 1.0: Global End):

- 1. Community well-being and common good**
- 2. Prosperity through economic diversity, cultural diversity, and social diversity**
- 3. Safety**
- 4. Health**
- 5. Natural environment**
- 6. Commerce**

The phase 1 and phase 2 improvements to Jameson Park are intended to make the most effective use of resources to support a sustainable community (1.0), to help residents engage in a vibrant community life (1.1) and take pride in their community (1.1.1.3), and to help all to feel welcomed in the Township (1.1.1).

Jameson Park is a community center of activity and the principal public gathering space in the East DDA District. The park improvements will help residents of all ages and abilities to continue to be able to enjoy a safe environment in the park’s updated facilities (1.3.3), to enjoy the Township’s public green spaces (1.5) and have access to facilities that enable an active, healthy lifestyle (1.4). The improvements will provide another reason for residents to take pride in their community (1.1.1.3) and for individuals and families moving into the region to be attracted to the community’s high quality of life (1.2). An attractive and accessible public park also helps to support a vibrant business district (1.6).

### **COSTS**

Adoption of the budget amendment would increase the appropriation in the FY2021 East DDA Fund budget for Jameson Park improvements by \$104,000.00.

### **TIMETABLE**

Construction of the phase 2 improvements is anticipated to begin during the 2021 construction season, following completion of a competitive bidding process, contract approval, and EDA Board approval of a participation agreement for funding the improvements.

### **RESOLUTION**

To approve and adopt a budget amendment in the amount of \$104,000.00 to appropriate funds in the FY2021 East Downtown Development Authority budget for the completion of Phase 2 improvements to Jameson Park, and to recommend final adoption of this budget amendment to the Board of Trustees.

Resolved by \_\_\_\_\_ Seconded by \_\_\_\_\_

Yes:

No:

Absent:

\_\_\_\_\_  
EDA Chair